



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Accounts Payable Specialist Accounting Section

General Duties: Provide seamless service to various employees of the Indiana State Attorney General through prompt support, independent problem resolution and general assistance. Assists staff with financial issues, inquires and reimbursements. Operates within the PeopleSoft Financials system, operating policy and procedure, and maintains proficiency in same.

Essential Duties:

1. **Accounts Payable:** Serves as the central point of contact for the Office of the Attorney General (OAG) for receiving invoices for services received and prepares PeopleSoft Financials payment(s) to vendors, to include such items as transaction coding and project tracking. Also processes vouchers including but not limited to judgments, lawsuit settlements, and employee reimbursements. Prepares vouchers for payment, including sorting, batching and processing accounts payable documents in accordance with Indiana State Auditor and State Board of Accounts policy and procedures. Identifies and resolves expense (billing) or revenue issues to ensure prompt processing of transactions. Resolves account issues with vendors as required. Accomplishes other duties including but not limited to warrant cancellations, vendor information, contract monitoring.
2. **Accounts Receivable:** Records all checks in tracking sheet. Completes PeopleSoft Receipt of Credit (ROC) process, delivers checks to the Treasurer's Office for approval, and enters all related accounting transactions in PeopleSoft financial system.
3. **Special Disbursement Officer (SDO) Checks:** Maintains agency accounts and issues approved payments for SDO account. Manages required vendor forms, performs voucher entries, monitors account balance, obtains timely reimbursements, and performs other supporting actions for the SDO process.
4. **Consumer Restitution:** Performs accounting operations involving consumer restitution payments, including check receipt and accounting, litigation file database entries, allocation of costs and penalties, report generation, error corrections, execution of PeopleSoft high volume check process, and delivery of the transmittal/summary to the Auditor of State.
5. **Accounting:** Ensures revenue and expense transactions conform to State Board of Accounts acceptability for audit purposes. Prepares reports of collection for revenues received, including timely deposit, recording, and appropriate follow-up with staff.
6. **General Finance Activity:** Assists staff with financial matters regarding costs, collections, reimbursements and other matters which may arise.
7. Performs other duties as assigned.

Requirements:

At least 3-5 years accounts payable experience or associate's degree.

PeopleSoft Financials experience preferred.

Microsoft Excel knowledge preferred.

Strong communications (written, verbal) skills required.